

HOME CARE SUPERVISOR

DEFINITION: Under general supervision, performs supervisory duties of moderate difficulty in rendering technical assistance to home care workers; plans, schedules and coordinates the delivery of services to clients; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides direct supervision and guidance to home care workers providing care for the elderly, convalescent or disable persons in their homes; provides and monitors client's services to ensure quality services and that needs of the clients are met; conducts home visits and follow-up; attends case staffing for re-certification; conducts home assessments; makes referrals to and works with other resources to benefit client needs.

Develops and implements goals and objective; assigns and reviews the work of subordinates; recommends the selection, promotion and separation of employees; conducts performance appraisals, takes corrective action as necessary; provides on-the-job training; prepares required reports; ensures adherence to safety regulations; assists in the preparation of budget; maintains appropriate fiscal and program records; develops informational and public awareness materials; attends meetings, training, and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of human services and resources available in the community.

Knowledge of the principles and practices of supervision.

Skill in soliciting assistance and support for the program.

Skill in analyzing data and drawing valid conclusions.

Skill in communicating effectively both orally and in writing.

Skill in establishing and maintaining effective interpersonal relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is generally performed in a typical office environment and requires minimal physical effort.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years of experience in a health and social services program, one (1) year of which must have been in a lead or supervisory capacity.

PREFERRED QUALIFICATIONS:

- Four (4) years of supervisory experience in a health and social service program.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license, and a Cardiopulmonary Resuscitation (CPR) certificate.

THE NAVAJO NATION

Class Code: 3772
Community Education and Counseling Series
Residential Service Group
Overtime Code: Non-Exempt
Pay Grade: 59

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Supplement Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.